

Policy on Building Address and Room Identification

Policy Title	Policy on Building Address and Room Identification
Policy #	02.104.2
Policy Owner	Assistant Director, Spatial Services
Contact Information	Questions regarding this Policy should be directed to the Assistant Director, Spatial Services at (401) 874-4282.
Approved By	Administrative Policy Committee
Effective Date	August 1, 2023
Next Review Date	No later than September 30, 2028
Who Needs to Know About this Policy	All University staff in the Facilities Group and Public Safety
Definitions	<p>Occupant. The department, office, or program having primary use and control of a given building.</p> <p>Room Number. The unique numeric sequence used to identify each room or space within a given building.</p> <p>Room Label. Name of the occupant or description of the function of each room or space within a given room or building.</p> <p>Street Address. The street address of a given building or campus feature as used for purposes of mail delivery and provided to emergency services.</p> <p>University Property. Property belonging to the State of Rhode Island and held in trust by the University of Rhode Island Board of Trustees; property held by the University of Rhode Island or any of its component units in its own name; and property owned by third parties but assigned to, occupied by, or managed by the University or any of its component units.</p>
Statutes, Regulations, and Policies Governing or Necessitating This Policy	National Fire Protection Association, NFPA 101: Life Safety Code
Reason for Policy/Purpose	To identify a consistent, standardized process by which rooms and spaces in the University of Rhode Island's buildings are numbered and labeled so as to accurately track spaces on campus and to facilitate rapid access for emergency responders. This policy establishes a process for determining and updating the street addresses and room numbering/labeling scheme for University of Rhode Island buildings and campus features.

Forms Related to this Policy	None
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Policy Statement

The official Street Address of every building and campus feature on University Property shall be determined by the Office of Spatial Services in consultation with the Department of Public Safety.

Each room and space within every building on University Property shall be identified with a number that is consistent with numbering standards adopted by the University of Rhode Island. Room Labels shall include only the room occupant's first and last name(s), without prefixes or suffixes, and/or a description of the function of the room. No Occupant(s) may modify Room Numbers without approval from the Office of Spatial Services and the Department of Public Safety.

Exceptions

Individual exceptions to the Room Label standards may be granted solely by the Director of Planning and Real Estate.

Policy Review and Revisions

(Versions earlier than the first policy number may be paper only)

Policy #	Effective Date	Reason for Change	Changes to Policy
02.104.1	February 3, 2020	n/a	n/a
02.104.2	This policy date	Scheduled Review	Changes to text for clarity; Addition of Room Label information and exception to policy